

Accounting Services, Certificate

Provider: Alaska Job Corps

Length: 99 Unknown

Cost: \$0

Cost Unit: Cost of the entire program

Website

<http://alaska.jobcorps.gov/vocations.aspx>

Students learn to input a variety of financial information and data that are used for generating invoices, statements, reports, financial statements and payroll. Students may obtain Microsoft Office Specialist (MOS) certifications in Word and Excel, as well as Brainbench certifications in Accounts Payable, Accounts Receivable/Billing, Payroll, and Bookkeeping Fundamentals.

Related Occupations

Billing and Posting Clerks

Bookkeeping, Accounting, and Auditing Clerks

Brokerage Clerks

Payroll and Timekeeping Clerks

Statistical Assistants

Tax Preparers

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